

1-13-2022 - 2022 ORGANIZATIONAL MEETING

Present:

Councilman Mike Domster
Councilman Leonard R. Hochadel
Councilman Matthew Krist
Councilman John D. Marsh
Supervisor Beverly A. Gambino

Also Present:

Highway Superintendent Donald Hopkins
Town Clerk Jennifer L Bray
Approx. 5 guests in person

Supervisor Gambino called the 2022 Organizational meeting to order at 6:30 PM, with the Pledge to the Flag led by James Wiedemann.

Supervisor Gambino highlighted the changes from the 2021 Organizational Meeting noting that there were only a few changes. Supervisor Gambino stated that the Board had agreed on a 4.5% raise but that she found a discrepancy in the Building Caretaker and Building Cleaners wage. Supervisor Gambino noted that due to the raising of minimum wage the over the last few year and having to adjust the Recreation Directors hourly rate it had surpassed both the cleaners wage and the Building caretakers wage. Supervisor Gambino noted that both also take care of the park and are basically on call for building or park emergencies therefore she made a larger adjustment to the wages for those positions. Supervisor Gambino stated that Building Caretaker Albert Hansen's hourly rate will go from \$17.72 to \$20.20 and that Building Cleaner Larry Purtell's hourly rate will go from \$17.16 to \$19.65. Supervisor Gambino stated that the next change was to the Assessor's Clerk position noting that Stacy Mumbach has retired and that Michelle Jones will be working as the Assessors Clerk. The last change that Supervisor Gambino noted was to the pay scale for the Planning Board. Supervisor Gambino stated that in the last six months the Planning Board meeting have been very short each month sometimes only five minutes long. Supervisor Gambino noted that the each meeting costs the Town \$270.00 in payroll and that she is unhappy with the fact that even with work to do these meetings have been so short. Therefor Supervisor Gambino stated that for the 2022 year the Planning Board would be paid at two different rates. If the meetings are under thirty minutes long as reflected in the minutes then each member will be paid \$25.00 and the Chairman will be paid \$50.00. If the meeting is over \$30 minutes as reflected in the minutes then the members will be paid \$35.00 and the Chairman will be paid \$70.00. Supervisor Gambino ask the Board if there were any questions, comments or concerns regarding the Organizational Resolution or any of the changes that had been made. There were none. **Therefore the following resolution, to be known as Resolution #1 of 2022, was moved for adoption on a motion by Marsh, seconded by Hochadel:**

Resolution #1 – 2022

Whereas, the Town Board of the Town of Sardinia wishes to make the following official designations and appointments and authorizations, and

Whereas, the Town of Sardinia will conduct meetings to ensure communication between the Board members as well as members of the community, and

Whereas, the Town Board wishes to conduct business efficiently, timely and that proper procedures are followed:

It is resolved that:

- A.** Designation of certain public meetings to be held throughout 2022 at the Sardinia Town Hall, 12320 Savage Road, Sardinia, New York:
 - a.** Regular Town Board Meetings to be held on the second Thursday of each month, at 6:30pm.
 - b.** Sardinia Planning Board to meet on third Wednesday of each month at 7:00pm
 - c.** Sardinia Zoning Board of Appeals (ZBA) to meet as needed
- B.** Designation of Community Bank NA as the official Depository of the Town.
- C.** Designation of the Arcade Herald as the Official Newspapers of the Town.
- D.** Designation of Election polling places by the Erie County Board of Elections are as follows
 - a.** District #1 & District #2 – Sardinia Town Hall, 12320 Savage Road, Sardinia, New York.
- E.** Designation for the payment in advance of audit of claims for public utility services, postage, freight and express charges, payments made to NYS Comptroller's Office for Justice Fees, any payment that would cause the town to incur a late fee or interest charge, and approved contracts. All such claims shall be presented at the next regular meeting for audit.
- F.** Authorization for Deputy Supervisor to sign checks.

G. Designation of elective officer annual salaries for 2022 (per budget):

a.	Supervisor	Beverly Gambino	\$32,610.00
b.	Council Members (4)	John Marsh	\$7,555.00
		Mike Domster	\$7,555.00
		Leonard Hochadel	\$7,555.00
		Matt Krist	\$7,555.00
c.	Town Clerk	Jennifer Bray	\$45,650.00
d.	Highway Supt.	Donald Hopkins	\$64,520.00
e.	Town Justice (2)	Gene Heintz	\$15,215.00
		Eric G. Place	\$15,215.00

H. Designation of Highway employees hourly rates for 2022 (as per contract)

Ed Fisher	\$25.04	Motor Equipment Operator
Christopher DaBolt	\$25.54	Motor Equipment Operator
Jeremiah Hansen	\$25.54	Motor Equipment Operator

I. Designation of Attorney for the Town to be Joel Kurtzhalt's Esq. as primary contact along with David S. Whittemore, Esq. from the law firm Bennett, DiFilippo & Kurtzhalt's LLP.

J. Special Council for the Solar Projects - David DiMatteo as primary contact along with David Roach from the law firm of DiMatteo and Roach.

K. Designation of Town Engineering firm to be MRB Group/Paul R. Chatfield,P.E.

L. Designation of appointed positions for 2022 along with the salary or pay rate for the position and the official appointed to the position:

<u>Position</u>	<u>Salary</u>	<u>Pay</u>	<u>Name</u>
Deputy Supervisor	\$765.00	Annually	Lenard Hochadel
Budget Officer	\$3,510.00	Annually	Beverly Gambino
Registrar of Vital Statistics	\$940.00	Annually	Jennifer Bray
Town Historian	\$1,545.00	Annually	Ted Wiedemann
Dog Control Officer	\$3,480.00	Annually	Duane DeGolier
Secretary to the Supervisor	\$20.58	Hourly	Michelle Jones
Emergency Services Coordinator	\$3,270.00	Annually	Gerard Whittington
Constables	\$18.52	Hourly	Albert Hansen Wade Adsitt Nicholaus Jackson
Assessor	\$18,450.00	Annually	Thelma Hornberger
Assessor Clerk	\$20.58	Hourly	Michelle Jones
Code Enforcement Officer	\$27,350.00	Annually	Gene Degman
Buildings Caretaker	\$20.20	Hourly	Albert Hansen
Cleaner, Part time	\$19.65	Hourly	Larry Purtell
Court Clerk	\$20.58	Hourly	Debra Smith
Deputy Highway Superintendent	\$930.00	Annually	Chris DaBolt
First Deputy Town Clerk	TBD	Hourly	TBD
Secretary Pool	\$16.30	Hourly	Rebekah Burke
Planning Board Members (5)	\$50.00 \$25.00	Per Meeting equaling 31 minutes or more Per Meeting equaling 1 minute to 30 Minutes Timecard Based on the Minutes kept by the Planning Board Secretary	Each Member
Planning Board Chair	\$70.00 \$35.00	Per Meeting equaling 31 minutes or more Per Meeting equaling 1 minute to 30 Minutes Timecard Based on the Minutes kept by the Planning Board Secretary	Chair
Planning Board Members	\$10.00	Each Additional Meeting held on the same day	Each Member

Zoning Board of Appeals (5)	\$50.00	Per Meeting	Each Member
Zoning Board of Appeals Members	\$10.00	Each Additional Meeting held on the same day	Each Member
Zoning Board Chair	\$70.00	Per Meeting	Chair
Board of Assessment Review	100.00	Per Day	Each Member
Board of Assessment – Chair	\$110.00	Per Day	Chair
Recreation Administrator	\$20.07	Hourly	Chris Warner
Issuing Agent for Handicapped Parking	None		Jen Bray
Freedom of Information Officer	None		Jen Bray
Freedom of Information Appeals Officer	None		Beverly Gambino
Affirmative Action Officer	None		Jen Bray
Records Management Officer	None		Jen Bray

M. Payroll Payment Policy shall be established as follows:

- **HOURLY EMPLOYEES:** Pay period shall be a two-week period running from 12:01 AM Monday through midnight the following Sunday. Payday shall be on Thursday. Each employee shall complete a supplied biweekly timesheet by Tuesday at 10:00 AM prior to payday. All timesheets must be approved by Department Head, Board Chairman or immediate supervisor.
- **SALARIED EMPLOYEES:** Without prior arrangements, salaried employees shall be paid 1/12 of annual salary amount for each month of completed employment. Payday is the last Thursday of each month.
- **SALARIED EMPLOYEES:** Prior Arrangements are as follows: Supervisor, Highway Superintendent, and Town Clerk get paid bi-weekly 1/26 of their salary.

N. Designation of mileage reimbursement to be allowed for specified Town Officers and employees for the use of their own vehicle in performing their official Town duties at the rate of 58.5 cents per mile meeting the IRS Rate established for 01/01/2022. Mileage to and from Town Offices is **not** reimbursable. Mileage logs are required for reimbursement and must be submitted monthly. If mileage is questionable, a mileage calculator located at <https://maps.randomcnally.com/mileage-calculator.do> will be used to verify and correct submitted voucher.

O. Meal reimbursement policy shall be established as follows: Town Officers and employees shall be entitled to a \$69.00 per diem allowance for out-of-pocket meal expense incurred while attending meetings, training seminars, and other such events that are for the purpose of maintaining or enhancing the skills or knowledge necessary for the performance of their official duties. This \$69.00 per diem allowances shall be reduced if the reimbursement period did include breakfast, lunch, or dinner and/or if any of those meals was included in registration fees, or are chargeable to another source. The daily meals will be reimbursed are as follows: \$35.00 for dinner, \$17.00 lunch, \$12.00 breakfast and incidental expenses \$5.00. Receipts are required for reimbursement.

P. The Supervisor announces the following personal appointments and committees for the year 2022, noting that the Supervisor will be a member of each committee and **the first person listed to be the designated Committee Chairman.**

- | | |
|---|--------------------|
| a. Personnel/Administration | Beverly/Matt |
| b. Finance/Planning & Economic Development | Beverly/Mike |
| c. Security and Disaster Preparedness | Gerard Whittington |
| d. Public Safety (Constable, Building Code Enforcement, Animal Control) | Matt/Mike |
| e. Building & Capital Projects –Town Hall | Beverly/Matt |
| f. Parks | John/Mike |
| g. Highway | Mike/John |
| h. Recreation/Youth | Mike/Chris Warner |
| i. Community Events/Celebrations | Len/John |
| j. Community Service | Mike |
| k. Senior Citizens and Programs | John/Len |
| l. Environment | Beverly/Mike |
| m. Liaison to Fire Company | Beverly/John |
| n. Liaison to Veterans | Beverly |
| o. Water Evaluation Committee | Beverly |
| p. Street Lighting | John/Mike |

Q. Appointment to the Planning Board: Planning Board members and their term expiration dates as follows: Christine Eisensmith 12/31/2022, Robert Hill 12/31/2023, Nancy Spink – Chairman to the Planning Board, with term to expire 12/31/2024, Daniel Szustakowski 12/31/2025. Keith Reynolds 12/31/2026

- R.** Appoint to the Zoning Board of Appeals as follows: ZBA members and their term expiration dates as follow: Theodore Krolick Jr. 12/31/2022, Mike Farrell 12/31/23, Gordon Smith Jr. 12/31/2024, Gerald Pacanowski 12/31/2025. Ronald Phillips – Chairman to the Zoning Board of Appeals 12/31/2026
- S.** Appointment to the Board of Assessment Review (BAR): Reappointment of Keith Ramsey – Chairman to the Board of Assessment Review - with term to expire 09/30/2024, Other BAR members and their term expiration dates as follows: Thomas Idzik 09/30/2022, Lynn McCabe 9/30/23 Gordon Smith 09/30/2025
- T.** Appointments to the Ethics Committee: Sharlene Vossler, Michelle Jones, Gerard Whittington.
- U.** The Town Board appoints Supervisor Beverly Gambino as the designated voting representative for the Town of Sardinia to the Northeast-Southtown’s Solid Waste Management Board and the voting representative to the Association of Towns.
- V.** Appointment of Kevin Condon Esq. Town Prosecutor at the rate of \$638.00 per month.

W. Fees

Copies

Non-Town business	\$0.20 per black and white copy
Freedom of Information	\$0.50 per copy

Facsimiles

Outgoing Local Call	\$1.00 first page; \$0.50 each additional page
Outgoing Long-Distance Call call, whichever is higher	\$2.00 first page; \$1.00 each additional page, or cost of
Incoming Call	\$1.00 first page; \$.050 each additional page

Certified Copies of Birth and Death Records \$10.00 Each

Marriage Registration Certificates \$5.00 Each

Dog Licensing \$5.00 each spayed, neutered
\$13.00 each not spayed and not neutered

Park Shelters	Resident Rate	Non-Resident Rate
Shelter #1(entire)	\$65.00	\$200.00
Shelter #1(one half)	\$30.00	\$95.00
Shelter #2	\$30.00	\$95.00
Shelter #3	\$25.00	\$80.00
Shelter \$4	\$30.00	\$95.00
Shelter #5	\$25.00	\$80.00
Manion Park (each Shelter)	\$15.00	\$50.00

Trailer Permits

- a.** ‘Grandfathered” Trailers: \$10.00 per year (add \$40.00 late fee after April 1st)
- b.** Pre-Construction Permit: \$50.00 fee plus \$1,000.00 surety bond or CD

X. Order of Business

- I.** Call Meeting to Order
- II.** Roll Call
- III.** Pledge of Allegiance
- IV.** Moment of Silence
- V.** Approval of Minutes
- VI.** Approval of Bills
- VII.** Monthly Committee & Departmental Reports
- VIII.** Unfinished Business
- IX.** New Business
- X.** Executive Session (if necessary)

XI. Adjournment

RULES OF ORDER – That in all matters of Parliamentary Procedure; Roberts Rules of Order shall prevail, except where such rules are inconsistent with any local rule or resolutions pertaining to the conduct of Town Business

Y. RULES GOVERNING THE CONDUCT OF BUSINESS

That the following rules will govern the conduct of business for the Town Board Meeting

- a. All items to be placed on the agenda must be received before 4pm Friday preceding the Board Meeting.** Items received after 4pm on Friday shall not be placed on the agenda for the next scheduled Board Meeting unless there is super majority Town Board consent.
- b. By 6pm on Tuesday preceding the regular Board Meeting,** a copy of the agenda will be available to each Board Member and Town Clerk to post to website. The copy shall include all resolutions, written reports, important correspondence and attachments unless previously distributed. It is also noted that an Agenda is not legally required and is provided as convenience to both Town Board Members and the public.
- c. Monthly committee or department reports must be in writing and turned in to the Supervisor by 4pm Friday preceding the Board Meeting.**
- d. Vouchers for payment must be submitted by noon on Tuesday preceding the Board Meeting.** Any vouchers received after shall be placed on the agenda for the next regular Board Meeting unless in cases of extreme circumstances. All vouchers will be completed for review by 5pm Wednesday
- e. As per the Open Meeting Laws,** all public meetings may be taped, recorded or videoed as long as camera or operator does not impede progress of the meeting. Any recording of a public meeting shall be undertaken in a manner so as to have the least obtrusive effect on the conduct of public business. In this regard, any recording device shall not create any audible noise or emit any light or flashes in a manner which would interfere with the orderly conduct of the relevant meeting, nor shall the device be allowed to set on the desk/table/bench that the Town Board may be using for their meetings.

DULY ADOPTED, this 13th day of January, 2022 by the following vote: Domster aye, Hochadel, aye, Krist, aye, Marsh, aye, Gambino, aye. So resolved, 5 ayes, 0 noes.

On a motion by Marsh, seconded by Hochadel, the Organizational portion of the meeting was closed at 6:34 p.m., carried, 5 ayes, 0 noes.

Respectfully Submitted,

Town Clerk